

DEPARTMENT OF DEVELOPMENTAL SERVICES
JOB OPPORTUNITY
DEVELOPMENTAL SERVICES SUPERVISOR OF CASE MANAGEMENT

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: Candidates on a current examination list.

Location: Private Administration, Norwich, CT

Job Posting No: 023329

Hours: First Shift, Full-Time, Monday-Friday, 8:00 AM – 4:30 PM

Salary: \$2683.95 bi-weekly

Closing Date: March 25, 2013

Eligibility Requirement: Candidates must have applied for and passed the Developmental Services Supervisor of Case Management Exam and be on the current certification list promulgated by the Department of Administrative Services for this classification. State employees currently holding the above title or those who have previously attained permanent status may apply for lateral transfer. **Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for this particular vacancy.**

Knowledge, Skills and Abilities: This Case Management Supervisor is responsible for the supervision of 11 Case Managers in the Private Division plus clinical supervision for 3 Case Managers in the CCH program. The most significant duty is to ensure services are provided in compliance with the Center for Medicare and Medicaid Services (federal). To accomplish that, this position provides oversight and assistance with the development of consumer based services and support and appropriate documentation in order to secure federal reimbursement ~ ensure Case Management notes are completed correctly and within guidelines, ensure Individual Plans and Quality Service Reviews are done within timeframes, provide clinical supervision for other Case Managers in other divisions including the Community Companion Home (CCH) program, assist with planning for individuals who are aging out. This position also provides training for staff and other groups as needed, conducts performance appraisals, determines priorities and plans divisional work, develops & makes recommendations and maintains department procedures, acts as liaison with other divisions, private agencies, and other departments regarding DDS policies and procedures, participates in regional mortality reviews, participates in DDS/DCF meetings. This position is also involved in the review of PRAT requests and making recommendations regarding appropriate referrals, participates in planning for returning individuals who are now residing out of state, participates in the RFP process, may represent department in any legal proceedings involving individuals served by the department. This position must be able to work independently, have strong ability to problem solve, develop creative solutions and strong communication skills.

Candidates must possess good oral and written communication skills to facilitate contact with families and other professionals. This position requires knowledge of computer systems and good negotiation and public relation skills in dealing with many private agencies and working with other divisions to provide supports to individuals. Very good organizational skills are a must as the volume of information that needs to be tracked and sorted has increased dramatically in the past few years.

Performs other related duties as required.

General Experience: A Bachelor's degree and three (3) years of experience providing case management or casework services to an assigned caseload of individuals.

Special Experience: One (1) year of the General Experience must have been providing case management or casework services to persons with mental retardation.

Substitutions Allowed:

1. A Master's degree in counseling or psychology may be substituted for one (1) year of the General Experience.
2. A Master's degree in social work may be substituted for two (2) years of the General Experience.
3. Seven (7) years of experience in the above types of employment may be substituted for the entire General Experience.

Note: The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

Application Instructions: Interested and qualified candidates who meet the above requirements should submit a CT-HR-12 employment application which can be located at www.das.state.ct.us, cover letter, resume, last two (2) performance appraisals and two (2) letters of reference. Please reference the position number on submitted documentation. **Incomplete application packets will not be accepted.** All application materials must be received by 11:59pm on the closing date provided above. Appointment to this position will be made in accordance with applicable collective bargaining, statutory and SEBAC requirements.

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AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.